

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

DPM Bulletin No. 12-232

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Chapter (s) 12

SUBJECT: Schedule of Legal Public Holidays for Calendar Year
2007 – *Supersession* of DPM Bulletin No. 12-217

Date: March 8, 2007

DISTRICT OF COLUMBIA EMANCIPATION DAY

This bulletin is being issued because of the recent enactment of legislation by the United States Congress which impacts the observance of legal public holiday of District of Columbia Emancipation Day.

The purpose of this bulletin is to supersede DPM Bulletin No. 12-217, "*Schedules of Legal Public Holidays for Calendar Years 2006 and 2007*," dated November 7, 2005; and re-issue an amended schedule for calendar year 2007 to add **April 16th, District of Columbia Emancipation Day**, to the list of legal public holidays for calendar year 2007. The reason for this change is the approval by the U.S. Congress of the Technical Amendments Act of 2006 (D.C. Law 16-191) on March 2, 2007. D.C. Law 16-191 includes language establishing that D.C. Emancipation Day shall be observed as a legal public holiday on April 16th of each year, and adding it to the list of legal public holidays for the District government.

April 16th of each year will be observed as **D.C. Emancipation Day** for pay and leave purposes. Further, this holiday can now be added to the calendar year 2007 holiday schedule as well as future holiday schedules. More importantly, we can now add April 16th to the "*In-Lieu of Schedule*," which is the schedule to be used by employees whose workweek is other than Monday through Friday and when the employees' regularly scheduled day off falls on a legal public holiday.

The legal public holidays for calendar year **2007** for District government employees whose basic workweek is Monday through Friday are as follows:

LEGAL PUBLIC HOLIDAYS FOR CALENDAR YEAR 2007	
New Year's Day, Monday , January 1, 2007	Labor Day, Monday , September 3, 2007
Dr. Martin Luther King, Monday , January 15, 2007	Columbus Day, Monday , October 8, 2007
Washington's Birthday Monday , February 19, 2007	Veterans Day, Monday , November 12, 2007 ¹
D.C. Emancipation Day, Monday , April 16, 2007	Thanksgiving Day, Thursday , November 22, 2007
Memorial Day, Monday , May 28, 2007	Christmas Day, Tuesday , December 25, 2007
Independence Day, Wednesday , July 4, 2007	

¹ The legal public holiday is **Sunday, November 11, 2007**. By law, when the holiday falls on a Sunday, the holiday is observed on the Monday following the holiday.

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Bulletin Expires: December 31, 2007

1. General Provisions

- a. Department and agency heads (or their designees) are responsible for ensuring that employees in their respective agencies are informed of the provisions of this bulletin.
- b. In addition to the above legal public holidays, the Mayor (or his or her designee) may specify other days or portions of a day as nonworkdays.
- c. **ALL** employees are entitled to legal public holidays, or “in-lieu-of” days as the established holiday, with the exception of:
 - (1) Temporary wage employees (those paid on an hourly rate) with appointments limited to less than ninety (90) days, or who have not been employed for a continuous period of ninety (90) days under one (1) or more appointments without a break in service;
 - (2) Employees (including Excepted Service Experts and Consultants) who do not have a regularly scheduled tour of duty; and
 - (3) Employees paid by stipend.
- d. Effect of Leave Status:
 - (1) An employee on leave with pay for a period that includes a holiday is not charged leave for the holiday.
 - (2) An employee in a nonpay status (FMLA, LWOP, AWOL, suspension, etc.) the last hour of a regular tour of duty immediately before a holiday and the first hour immediately after the holiday, is not entitled to pay for that holiday unless the employee works on the holiday. In addition, an employee scheduled for “approved” nonpay status on a holiday is not entitled to pay for that holiday.
- e. Determining Holidays (except for employees of the Firefighting Division of the Fire and Emergency Medical Services Department (FEMSD)):
 - (1) Whenever a holiday falls on a workday in the basic workweek of Monday through Friday, the workday is a holiday.
 - (2) Whenever a holiday falls on a nonworkday of the basic Monday through Friday workweek, the holiday is the Monday following a legal holiday occurring on Sunday, or is the Friday immediately preceding a legal holiday occurring on a Saturday.
 - (3) When a holiday falls on a nonworkday of a workweek which is not Monday through Friday, the **In-Lieu-of Schedule** attached to this bulletin is to be used to determine the holiday.
 - (4) For a part-time employee, whenever a holiday or a day designated as a holiday falls on the employee’s regularly scheduled workday that is the holiday for that employee. No in-lieu-of day is authorized for a part-time employee if a holiday falls on that employee’s non-workday.
 - (5) When a holiday falls on a nonworkday of a basic workweek which includes six days, the holiday is the day immediately preceding the legal holiday.

f. The day to be treated as a holiday for an employee (including an employee in a 24-hour facility) who is regularly scheduled to work on days other than Monday through Friday and whose days off are not listed on the **In-Lieu-of Schedule**, or for a employee of the Firefighting Division of the FEMSD is determined as follows:

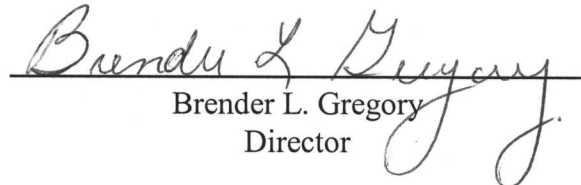
- (1) When a holiday falls on a workday in a basic workweek of the employee, that day is the holiday for the employee.
- (2) When a holiday falls on a nonworkday, the first scheduled workday following that non-workday is considered the legal holiday.

g. Clarification of Entitlement to Holiday Premium Pay for all Employees:

An employee who is scheduled to work on a holiday and does not receive an in-lieu-of day will be paid holiday premium pay for that day. Holiday premium pay will be paid only for work actually performed for a maximum of eight (8) hours. Any work performed over eight (8) hours will be compensated at applicable overtime rates.

2. In-Lieu-of Schedules

The *in-lieu-of schedule* contained in the attachment to this bulletin is applicable to all covered employees, except employees covered by Paragraph 1 (f) above and, in some instances, uniformed members of the Metropolitan Police Department. The schedule is to be used only for employees whose workweek is other than Monday through Friday and when the employees' regularly scheduled day off falls on the legal public holiday.


Brender L. Gregory
Director

Attachment: Schedule of "In-Lieu-of" Days for Holiday, Pay and Leave Purposes for Calendar Year 2007

**SCHEDULE OF "IN-LIEU-OF" DAYS FOR HOLIDAY, PAY
AND LEAVE PURPOSES FOR CALENDAR YEAR 2007**

<u>MONDAY HOLIDAYS</u> <u>(2007)</u>	NEW YEAR'S DAY	MONDAY, JANUARY 1, 2007
	DR. MARTIN LUTHER KING, JR.'S BIRTHDAY	MONDAY, JANUARY 15, 2007
	WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 19, 2007
	D.C. EMANCIPATION DAY	MONDAY, APRIL 16, 2007
	MEMORIAL DAY	MONDAY, MAY 28, 2007
	LABOR DAY	MONDAY, SEPTEMBER 3, 2007
	COLUMBUS DAY	MONDAY, OCTOBER 8, 2007
	VETERANS DAY	MONDAY, NOVEMBER 12, 2007

The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Monday holidays:

DAYS OFF	HOLIDAY	NEW YEAR'S DAY	KING'S BIRTHDAY	WASHINGTON'S BIRTHDAY	EMANCIPATION DAY	MEMORIAL DAY
Sunday and Monday	Saturday	Dec. 30, 2006	Jan. 13, 2007	Feb. 17, 2007	Apr. 14, 2007	May 26, 2007
Monday and Tuesday	Sunday	Dec. 31, 2006	Jan. 14, 2007	Feb. 18, 2007	Apr. 15, 2007	May 27, 2007
Monday and Wednesday	Sunday	Dec. 31, 2006	Jan. 14, 2007	Feb. 18, 2007	Apr. 15, 2007	May 27, 2007
Monday and Thursday	Sunday	Dec. 31, 2006	Jan. 14, 2007	Feb. 18, 2007	Apr. 15, 2007	May 27, 2007
Monday and Friday	Sunday	Dec. 31, 2006	Jan. 14, 2007	Feb. 18, 2007	Apr. 15, 2007	May 27, 2007
Monday and Saturday	Sunday	Dec. 31, 2006	Jan. 14, 2007	Feb. 18, 2007	Apr. 15, 2007	May 27, 2007

DAYS OFF	HOLIDAY	LABOR DAY	COLUMBUS DAY	VETERANS DAY
Sunday and Monday	Saturday	September 1, 2007	October 6, 2007	November 10, 2007
Monday and Tuesday	Sunday	September 2, 2007	October 7, 2007	November 11, 2007
Monday and Wednesday	Sunday	September 2, 2007	October 7, 2007	November 11, 2007
Monday and Thursday	Sunday	September 2, 2007	October 7, 2007	November 11, 2007
Monday and Friday	Sunday	September 2, 2007	October 7, 2007	November 11, 2007
Monday and Saturday	Sunday	September 2, 2007	October 7, 2007	November 11, 2007

Monday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<u>TUESDAY HOLIDAY</u> <u>(2007)</u>	CHRISTMAS DAY	TUESDAY, DECEMBER 25, 2007
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The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Tuesday holiday:

DAYS OFF	HOLIDAY	CHRISTMAS DAY
Sunday and Tuesday	Monday	December 24, 2007
Monday and Tuesday	Wednesday	December 26, 2007
Tuesday and Wednesday	Monday	December 24, 2007
Tuesday and Thursday	Monday	December 24, 2007
Tuesday and Friday	Monday	December 24, 2007
Tuesday and Saturday	Monday	December 24, 2007

Tuesday will be the holiday for employees who are regularly scheduled to work Monday through Friday.

<u>WEDNESDAY HOLIDAY</u> <u>(2007)</u>	INDEPENDENCE DAY	WEDNESDAY, JULY 4, 2007
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The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Wednesday holiday:

DAYS OFF	HOLIDAY	INDEPENDENCE DAY
Sunday and Wednesday	Tuesday	July 3, 2007
Monday and Wednesday	Thursday	July 5, 2007
Tuesday and Wednesday	Thursday	July 5, 2007
Wednesday and Thursday	Tuesday	July 3, 2007
Wednesday and Friday	Tuesday	July 3, 2007
Wednesday and Saturday	Tuesday	July 3, 2007

Wednesday will be the holiday for employees who are regularly scheduled to work Monday and Friday.

<u>THURSDAY HOLIDAY</u> <u>(2007)</u>	THANKSGIVING DAY	THURSDAY, NOVEMBER 22, 2007
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The following days are to be considered holidays for those employees whose regularly scheduled day off falls on the above Thursday holiday:

DAYS OFF	HOLIDAY	Thanksgiving Day
Sunday and Thursday	Wednesday	November 21, 2007
Monday and Thursday	Friday	November 23, 2007
Tuesday and Thursday	Friday	November 23, 2007
Wednesday and Thursday	Friday	November 23, 2007
Thursday and Friday	Wednesday	November 21, 2007
Thursday and Saturday	Wednesday	November 21, 2007

Thursday will be the holiday for employees who are regularly scheduled to work Monday and Friday.